

Administration by BCS

First Floor, Block D, North Star House, North Star Avenue, Swindon SN2 1FA

COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Committee meeting of the Council of Professors and Heads of Computing held on **Monday 4 July 2016** at BCS, 5 Southampton Street, London WC2E 7HA

PRESENT

Carsten Maple (Chair)(V)
Miltos Petridis
Ian Allison
Nick Savage

Sally Fincher
Ian Wells
Sally Smith
James Davenport (BCS Academy)

Colin Johnson
Edmund Robinson
Rupert Ward

(V) = *joined by Skype*

IN ATTENDANCE (Secretariat)

Maxine Leslie (BCS)

APOLOGIES

Vic Grout
Alastair Irons
Jim Yip EPC

Ray Farmer
Balbir Barn

Keith Miller
Anthony Cohn UKCRC

1. APOLOGIES FOR ABSENCE AND WELCOME

The Chair welcomed Members to the meeting and in particular Nick Savage who was attending his first meeting as a co-opted Committee Member. Apologies for absence were received as above.

2. MINUTES OF LAST MEETING (CPHC/2016/14)

The minutes of the last meeting held on Friday 3 June were accepted as a true record with one amendment. For Item 8 (page 5), there had been a further volunteer to represent CPHC on the Academy of Computing Board. The Chair undertook to take further discussion about this offline with Sally Fincher.

ACTION: Chair

3. MATTERS ARISING FROM PREVIOUS MINUTES:

Item 5 Conference – The Chair expressed his thanks again to Keith Miller for hosting the Conference this year which had been widely regarded as

successful. He also extended his thanks to Vic Grout for his continuing support of CPHC's work on the website and his speed of response.

Item 3 Shadbolt Work Plan: DCMS Women in Digital HE Group information for Members. Secretariat to distribute this to observers.

ACTION: Secretariat

Item 7 Outstanding subscriptions – Secretariat to send draft reminder for the Chair to send to HEIs that have not paid their subscriptions by end of July.

ACTION: Secretariat

Item 8 Appointment of Committee roles – the Chair reported that he would be attending EPC on behalf of CPHC from the beginning of the next academic year.

4. CPHC MEMBERSHIP IN INFORMATICS EUROPE (CPHC/2016/16)

Sally Smith informed Members that CPHC had been offered the chance to join Informatics Europe (IE) following her attendance at the 2014 and 2015 conferences. It was noted that there was still a strong argument for joining in spite of the result of EU Referendum.

Members discussed the various memberships for which CPHC paid subscriptions. The IE organisation membership seemed to be good value for the benefits on offer; however, it was important to ensure that all memberships held on behalf of CPHC Members represented value for money.

Members AGREED to send information about current memberships (including a list of benefits and current annual subscription) to Colin Johnson in preparation for a full discussion on rationalising these at the October meeting.

ACTION: Members

5. SHADBOLT PROGRAMME of WORK

The Chair sought Members' comments on the draft email to be distributed to the CPHC Membership about the Shadbolt Working Groups.

There was some discussion about the size and focus of the WGs and the deadline for volunteering. It was AGREED that WGs should comprise a maximum of 12 members (including organisations outside of CPHC) and that information about the WGs should be posted on the CPHC website containing WG title, terms of reference and membership to date. The email could then contain a link to this area of the website along with a deadline for initial expressions of interest: Friday 22 July.

Colin Johnson undertook to write the content for the website and re-distribute the WG membership so far as some Committee Members had not received this.

ACTION: C Johnson

In terms of involvement of other organisations on the 4 WGs and CPHC's involvement in others' WGs, it was AGREED that Colin Johnson would be the main point of contact so that all aspects could be co-ordinated.

Furthermore, it was AGREED that the brief for each WG should be forwarded to the other organisations involved and that Members should forward any contacts in the relevant organisations to Colin and the Chair with a view to securing a single point of contact in each.

ACTION: Chair/C Johnson/Members

The aim was to have the first WG meeting by October 2016.

6. CPHC RESEARCH AGENDA – PROGRAMME of WORK

Sally Fincher reported that the Learning Development Group is not doing research at the moment.

AGREED: to add the Shadbolt Working Groups to the CPHC Programme of Work on the agenda for the next meeting.

ACTION: Secretariat

Members discussed the offer from Robin Mellors-Bourne regarding data analysis and the Chair undertook to contact him with the Committee's response.

ACTION: Chair

It was suggested that one other area that might affect the research agenda in the coming months was the outcome of the EU Referendum (see item 7.6 below).

7. REGULAR REPORTS

7.6 Chair's Report (CPHC Webletter)

This item was taken early. Members were pleased with the CPHC Memberships' response in shaping and supporting the response to the EU Referendum result, which had a wide representation of over 90 signatories from different types of universities. There was some discussion about whether the Committee should consider doing research via a survey or writing an article about the impact on science. It was acknowledged that other surveys were being planned and it would be important to avoid survey overload which might lead to poor response levels.

AGREED: Members to circulate details of any known surveys in this area via the JISCMail Committee list.

ACTION: Members

Members agreed it would be important to try to actively influence decisions as the negotiations progress and to start thinking about areas that will be affected eg, staff, research, resources and students (including ERASMUS). One suggestion was that CPHC could send any evidence to CaSE as they have proved effective in lobbying government in the past. Such evidence could take the form of statistics on proportions of staff and student from the EU, how many departments (and regions) this effects and it could be fruitful to contact HEFCE and/or HESA to gather this. It would be important to approach Ministers in England, Wales, Scotland and Northern Ireland to present evidence. James Davenport supplied the following figures for Computer Science EU students: (Source: 2013/14 HESA) First degree = 6.11%, Postgraduate (taught) = 10.41% and Postgraduate (research) = 14.53%. There might also be some Widening Participation data to contribute.

After some further discussion, the Chair and Edmund Robinson AGREED to produce a paper for CaSE for the Committee's discussion at the October meeting prior to distributing to the wider membership.

ACTION: Chair/E Robinson

In addition, the Chair undertook to contact Chris Parr at DHE and Members to forward any networks and/or contacts to Carsten.

ACTION: Chair/Members

7.1 Treasurer's Report (CPHC/2016/19)

Edmund Robinson introduced this late paper and informed Members that, following finalisation of the change in bank account, it is now possible to be more precise about figures in the account and we are able to have better control of finances due to electronic transfer access. We have been able to gradually clear the debts caused by the bank delays, so that year end will include GECCO but not the Cybersecurity project. It was AGREED that the Treasurer should notionally allocate £5,000 to each of the Shadbolt Working Groups.

ACTION: Treasurer

7.2 Secretary's Report

Nothing further to report.

7.3 Learning Development Group Report (Verbal)

Sally Fincher reported that of the three series of workshops, the first of the second series of workshops was to take place on the coming Thursday 7 July. The Workshops were going well with enthusiastic participants. A total of 37 HEIs are represented.

7.4 UKCRC Report (CPHC/2016/17)

Edmund Robinson reported on the latest UKCRC Executive Committee meeting at which EPSRC representatives had spoken about work being undertaken on under-represented groups. Ann Blandford had been appointed as the new Chair and UKCRC was applying for network funding for the younger UKCRC community.

It was suggested that it would be beneficial for CPHC to draw nearer to UKCRC, for example in areas such as the response to the fallout from Brexit. It was further proposed that CPHC meetings could be held on the same day as UKCRC EC meetings. The Secretariat undertook to distribute the UKCRC EC dates to Members with a view to co-locating meetings.

ACTION: Secretariat

7.5 Reports from Other Organisations & Activities (CPHC/2016/18)

Edmund Robinson reported that he had attended a meeting set up by CESG to consider preparing Body of Knowledge in cybersecurity. This had been initiated because specifications had been defined for different skillsets but it had been difficult to stitch these together. CESG was keen for academics to get involved in this work and had been pointed to the ACM Working Group. Sally Fincher indicated that she would be happy to talk to them about this. Members agreed

to keep an eye on these developments and their possible impact on information security.

8. Any Other Business

8.1 DPA Membership for early renewal

Members AGREED not to take up the early renewal membership of DPA offer pending the overarching review of memberships at the October meeting.

8.2 Date of December 2016 meeting

The original date for this meeting was Monday 5 December, however there was no room availability at BCS, London on this day. It was suggested that this meeting could be rearranged to coincide with UKCRC EC as discussed at item 7.4 above.

Carron Shankland was planning an activity related to Athena SWAN at BCS and it was suggested that this could be held on same date as CPHC so that Members can attend both.

Outstanding Actions from Committee Meetings – 4 July 2016, 3 June 2016 and 1 February 2016

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 4 JULY 2016				
MINUTES OF LAST MEETING	2	Take further discussion about a further volunteer to represent CPHC on the Academy of Computing Board offline with Sally Fincher	Chair	On-going
MATTERS ARISING FROM PREVIOUS MINUTES Shadbolt Work Plan: Outstanding subscriptions	3	Distribute DCMS Women in Digital HE Group information for Members to observers	Secretariat	Complete
		Send draft reminder for the Chair to send to HEIs that have not paid their subscriptions by end of July	Secretariat	Complete
CPHC MEMBERSHIP IN INFORMATICS EUROPE	4	Send information about current memberships (including a list of benefits and current annual subscription) to C Johnson in preparation for a full discussion on rationalising these at the October meeting	Members	On-going
SHADBOLT PROGRAMME of WORK	5	Write the content for the website and re-distribute the WG membership so far as some Committee Members had not received this	C Johnson	Complete
		Forward the brief for each to the other organisations involved and forward any contacts in the relevant organisations to C Johnson/Chair with a view to securing a single point of contact in each	Chair/C Johnson/ Members	On-going
CPHC RESEARCH AGENDA – PROGRAMME of WORK	6	Add the Shadbolt Working Groups to the CPHC Programme of Work on the agenda for the next meeting	Secretariat	Complete
		Contact Robin Mellors-Bourne with the Committee's response to his offer regarding data analysis	Chair	On-going
		Circulate details of any known surveys in this area via the JISCMail Committee list	Members	On-going
		Produce a paper for CaSE for the Committee's discussion at the October meeting prior to distributing to the wider membership	Chair/E Robinson	On-going

		Contact Chris Parr at DHE on EU Ref actions	Chair/Members	On-going
		Forward any networks and/or contacts for EU Ref follow up onto Chair	Members	On-going
Treasurer's Report	7.1	Notionally allocate £5,000 to each of the Shadbolt Working Groups	E Robinson	On-going
UKCRC Report	7.4	distribute the UKCRC dates to Members with a view to co-locating meetings	Secretariat	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 3 JUNE 2016				
SHADBOLT WORK PLAN	4	Consider possible actions to take to support CPHC Members in Rec 3 of Shadbolt ' <i>Ensuring graduates' foundational knowledge and their ability to adapt</i> '	Members	On-going
		Liaise on setting up Working Groups and communicate with wider membership via the Secretariat's CPHC email address	Chair/Secretary/ Secretariat	On-going
2016 CONFERENCE FEEDBACK	5	Contact Chair with ideas about satellite events such as regional events to tackle national priorities	Members	On-going
		Ensure CPHC Members from across the UK are represented at the 2017 Conference	Conference Working Group	On-going
OUTSTANDING SUBSCRIPTIONS	7	Draft a reminder for the Chair to send to HEIs that have not paid their subscriptions	Secretariat	On-going
APPOINTMENT OF ASSISTANT ROLES, DPA/PICTFOR EMAILS DPA/PICTFOR emails Assistant Secretary role	8	Publicise external mailing list to CPHC Members	Colin Johnson	On-going
		Contact Colin Johnson if interested in taking on the role of Assistant Secretary	Members	On-going
		Review constitution in the area of appointment of Officers and eligibility for re-election	Colin Johnson	On-going
ANY OTHER BUSINESS	11	Advise Chair of any nominations for third co-opted Member	Secretariat/ Chair/ Members	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 1 FEBRUARY 2016				
MATTERS ARISING FROM PREVIOUS MINUTES/ACTIONS LIST 7 DECEMBER 2015 Planning 2016 – 2020	3.3	To write up suggested wording as to why CPHC want to take up membership of an organisation as an approved list	Colin Johnson	On-going

COMMITTEE MEETINGS 2016

- Monday 3 October 2016 - at 11.00am, BCS Offices, London
- Monday 5 December 2016 - at 11.00am, BCS Offices, London

COMMITTEE MEETINGS 2017

- Monday 6 February 2017 – at 11am, BCS Offices, London
- Monday 15 May 2017 – at 11am, BCS Offices, London
- Monday 3 July 2017 – at 11am, BCS Offices, London
- Monday 2 October 2017 – at 11am, BCS Offices, London
- Monday 4 December 2017 – at 11am, BCS Offices, London